



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SUPERVISING PARK RANGER

Class No. 006343

■ CLASSIFICATION PURPOSE

To supervise, oversee, and participate in the operation and maintenance of a major park and recreational facility; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Positions in this class are allocated only to the Department of Parks and Recreation and report to a District Park Manager. Supervising Park Ranger is a second-level supervisory class. Under general supervision, incumbents are responsible for on-site management, administration, safety, rule enforcement, and maintenance of a major County park and recreational facility. Supervising Park Ranger is distinguished from the next higher class, District Park Manager, in that the latter is a management class responsible for the direction of a district, which may include multiple parks and recreational facilities.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Supervises park staff, area programs, and park usage by the public.
2. Checks appropriate use areas.
3. Prepares programs for interpreting the natural and historical features of the park to visitors.
4. Answers questions, and explains/enforces park policies and regulations.
5. Patrols park to preserve park standards.
6. Collects and accounts for fees received and funds disbursed.
7. Fights fires within park.
8. Detects plant diseases and insect infestation, and initiates control measures as needed.
9. Designs and directs the preparation of exhibits and publication materials.
10. Maintains records of park activities and prepares reports.
11. Submits annual equipment and supply budget for assigned park areas.
12. Evaluates, determines, and recommends non-routine construction, maintenance, and repair work.
13. Plans, supervises, and may participate in the performance of routine construction, maintenance, and repair work.
14. Supervises, inspects, and performs sanitation work.
15. Assigns, trains, and evaluates the work of subordinate park staff.
16. Provides courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referrals.

■ KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Park and recreation facility operation and maintenance.
- Developing historical and natural science interpretive programs.
- Natural resource management.
- Facilities and landscape maintenance, repair, restoration, and housekeeping methods.
- Supervision and training principles.
- Public relations.
- Computer software programs such as Microsoft Office.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, organize, direct, and manage the activities of a County park and recreational facility.
- Assign, supervise, train, and evaluate the work of subordinates.
- Interpret and follow written and oral instruction.
- Communicate effectively with park staff, park visitors and a wide variety of community groups.
- Read, interpret, apply, and enforce park rules and regulations, County ordinances, state and federal laws relating to park administration.
- Develop historical and natural science interpretive programs.
- Write clear, concise reports and correspondence.
- Establish and maintain cooperative relations with those contacted during the course of work.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact, and diplomacy.
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient, and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. Examples of qualifying education/experience are:

1. A bachelor's degree from an accredited college or university in parks and recreation management, natural resource management, cultural resource management, anthropology, history, biology, archaeology, public administration, business administration, recreation administration, or a closely related field, AND, one (1) year of full-time paid experience as a Senior Park Ranger in a park, forest, natural recreational, or historical area; OR, two (2) years of full-time paid experience as a Park Ranger in a park, forest, natural recreational, or historical area, one (1) year of which included responsibility for leading or supervising auxiliary or temporary staff and volunteers, or conducting special programs and activities, OR
2. Sixty (60) semester units of college-level coursework from an accredited college or university toward a four-year degree in one of the fields listed above, AND, two (2) years of full-time paid experience as a Senior Park Ranger in a park, forest, natural recreational, or historical area; OR, three (3) years of full-time paid experience as a Park Ranger in a park, forest, natural recreational, or historical area, one (1) year of which included responsibility for leading or supervising auxiliary or temporary staff and volunteers, or conducting special programs and activities, OR
3. Three (3) years of full-time paid experience as a Senior Park Ranger in a park, forest, natural recreational, or historical area, OR
4. Four (4) years of full-time paid experience as a Park Ranger in a park, forest, natural recreational, or historical area, one (1) year of which included responsibility for leading or supervising auxiliary or temporary staff and volunteers, or conducting special programs and activities.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Requires the adherence to prescribed personal grooming standards and use of uniform work clothing. Frequent: walking, standing, bending and twisting of neck, bending and twisting of waist, dominant hand use, repetitive hand use, simple and power grasping, fine hand manipulation, pushing and pulling, and reaching above and below the shoulder level. Occasional: sitting, squatting, climbing, kneeling, crawling, and lifting and carrying objects weighing up to 50 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

Note

May be required to reside in a County-owned dwelling during duty periods. This is a condition of employment for this class.

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Shift work, which may include nights, weekends, and holidays. May require working around equipment and machinery, walking on uneven ground, exposure to excessive noise, exposure to extremes in temperature, humidity, or wetness, exposure to dust, gas, fumes, or chemicals, operation of foot controls or repetitive foot movement, and use of special visual or auditory protective equipment.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: June 26, 1968
Revised: October 6, 1999
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